

DATE: February 6, 2007

TO: Office of Drinking Water Technical Staff

THROUGH: J. Wesley Kleene, Ph.D., P.E., Director  
Office of Drinking Water

FROM: Eric R. Herold, P.E., Chairman  
Sampling Committee

SUBJECT: Procedures – Sample Collection - Compliance Sampling and Reporting

DELETE: WMs 432, 549, 599, 658, 785, 798, 812, 818, 846, and 847

The *Waterworks Regulations* require periodic monitoring of all public water supplies. It has been and will remain the responsibility of the waterworks owner to ensure that the proper number of samples (bacteriological, physical, chemical, and radiological) are collected, submitted for analysis, analyzed and results reported to the appropriate Field Office. However, the Health Department will assist the owner, on a regular frequency in obtaining the necessary services from State approved laboratories for the collection of bacteriological, chemical, physical and radiological samples.

The Compliance Sampling and Reporting Guidance Manual provides instructions and clarifications to ODW staff regarding the compliance sampling and reporting requirements of the *Waterworks Regulations*. The Manual is not intended to replace the requirements of the Regulations. It identifies, describes and provides information related to: sample groups; sampling locations; monitoring plans; sample scheduling; monitoring waivers; chemical/physical/radionuclides compliance determination; approved laboratories; DCLS sample request procedures; and reporting of results. This memo does not cover source development samples.

The Compliance Sampling and Reporting Guidance Manual includes a number of forms, tables and letters which are intended to: standardize office procedures; improve office efficiency; address regulatory requirements and should only be modified to address specific circumstances or individual Field Office situations or where noted as optional.

*The Manual is intended for ODW staff use and is not intended to be provided to the waterworks in lieu of technical assistance from ODW staff.*

Current Compliance Sampling and Reporting Guidance Manual	Version 1.0 – February 6, 2007
Location	<a href="file:///O:/3-Memos/301-Active%20Working%20Memos/301.02-Forms%20Letters%20Manuals/WM898/Compliance%20Sampling%20&amp;%20Reporting%20Manual">Odwsrv1:\03-Memos\301-Active Working Memos\301.02-Forms Letters Manuals\WM898\Compliance Sampling &amp; Reporting Manual</a>
Revision Highlights	None

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